



## **AmeriCorps Program Training Requests for Reimbursement (RFR) Process**

### **Reminders & Tips**

#### Reminders:

- RFRs are due on or before the 20<sup>th</sup> of the month following each quarter (January, April, July, and October).
- RFRs can be submitted monthly or quarterly. They must be submitted no more than monthly and no less than quarterly.
- When emailing your RFR, it is required that you send an email to [cbenoit@utah.gov](mailto:cbenoit@utah.gov) stating:

X,Y,Z Organization has submitted a claim for reimbursement under contract # 15-1234-001 in the amount of \$10,000.00. I certify that the funds requested by this Claim were expended in accordance with the terms and conditions of the contract.

- Your RFR submission must, and should only, include 3 attachments: RFR spreadsheet, corresponding detailed ledger, income report.
- The contract budget column is your final, approved budget for the AmeriCorps grant.
- Your grant match is monitored for meeting both the minimum required percentage and your budgeted percentage, which can be more than the minimum required percentage (see Program Director Handbook section on minimum match vs. budgetary match).

Tips:

- The purpose of the RFR spreadsheet is to “translate” your organization’s ledger. We must be able to tie out the following amounts:
  - Requested reimbursement amount under expenses this period with the Corporation column on the RFR spreadsheet.
  - Matching amount under expenses this period with the Grantee column on the RFR spreadsheet.
  - Income report total amount with the above matching/grantee column amounts. We recognize that the income report total may not tie out to your ledger for that particular time period.
  - Total amounts under each section of the RFR spreadsheet with the ledger amounts.
- If you need to calculate amounts from the ledger to reach totals on the RFR spreadsheet, show the calculation in the RFR spreadsheet in order to easily show us how it ties out.
- We recognize that there may be slight discrepancies in amounts due to rounding. Ensure that the amount requested in your spreadsheet is the check amount you need to receive.
- You should never submit a request for reimbursement in the “Commission Fixed Amount” line item. These are funds that the Commission will request against your budget directly. Therefore it should always read \$0.00 in Column: Expenses This Period and Row: Commission Fixed Amount.
- Under Matching Expenses, the Corporation Fixed Amount line item total amount should not exceed the budgeted amount. There is federal cap of 10% of your total budget on this match item. Regardless of your actual administrative costs, you can only claim this amount as a match expense. Also, under reimbursement, the Corporation Fixed Amount line item total amount should not exceed the budgeted amount.
- Unexpended funds at the end of the grant period may jeopardize future funding requests.
- Up to 10% of the total budget can be adjusted between line items as long as there are sufficient funds in the overall budget.
- Income Report must list actual expenses for the time period, regardless of when the matching income was received by your organization.